

IAS-61/76  
14 July 1976

MEMORANDUM FOR: Chief, DDI Plans and Programs Staff

SUBJECT : Fighting Inflation and Reducing Daily Operating Costs

The Imagery Analysis Service reports the following savings in its operations which we think are applicable on the requested annual report.

Group I

A. After a review of the security aspects of a storage problem we found that some material could be stored in 2- and 4-drawer file cabinets with bars and locks, rather than in 4-drawer safes. The safes would cost approximately \$2850 - the four file cabinets cost approximately \$480 - thus a savings of \$2370.

2,370

B. At the request of IAS the DDI Management Staff and Records Administration Branch, OL, made a survey of our copier needs. It was first determined that IAS should have two machines to handle our workload. The features of the Xerox Model 4000 would satisfy our needs and workload, however, we agreed to rent the IBM Model II. Rental on two Xerox Model 4000 would be \$720 per month. Rental on two IBM Model II Copiers would be approximately \$580 per month. Thus we have a savings here of about \$140 per month. Supply costs for the two types of machines are about the same.

1,680

C. By purchasing a commercially available CRT stand rather than a specially modified unit recommended by NPIC, IAS realized a savings of \$1000 in FY 76 funds (25 x \$40).

1,000  
5,050

Group II

A. IAS is attempting to hire its own photogrammetrist in order to avoid writing an external contract for similar services. (Estimated cost avoidance of \$25 to \$30 thousand dollars per year).

25,000  
2,400

B. IAS has submitted a request for a TVA of one automobile for its use in transporting people and materials throughout the community. The use of POV is presently costing over \$200 per month. A potential savings of \$2400 a year could possibly be realized, with the savings paying for the car in two and a half years.

2,400  
2,400

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Group III

A. Saved \$40.00 in FY 1976 by not renewing an IAS sponsored membership in the National Microfilm Association.

B. Saved \$3000.00 by contracting for one vendor rather than two in the fabrication of a mono-comparator. 3,000

C. IAS has standardized on a \$1600 data terminal for use with all future comparators in lieu of the \$4000 type terminal previously used, resulting in a direct savings of \$9600 in FY 76 funds. 9,600

D. IAS needed 40 additional CRTs to address a new data system expected to be operational in late 1976. We had originally planned to acquire these CRTs on a sixty-month lease-purchase arrangement and had budgeted some \$592,000 for this purpose in FY's 76 - 82.

In order to cut the cost of this program, IAS proposed that DDI funds be reprogrammed to permit the direct purchase of these CRT's during FY 76. The DDI approved our request and made additional funds available resulting in a net savings of \$271,000. 271,000



Acting Director  
Imagery Analysis Service

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